

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST U.S. Embassy Ashgabat	2. AGENCY State	3a. POSITION NO. A526p
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☒ Yes (3 Electrician positions) ☐ No

4. REASON FOR SUBMISSION

- ☐ a. Redescription of duties:
Position No. (Title) (Series) (Grade)
- ☐ b. New Position
- ☒ c. Other (explain) Minor update of Duties and Responsibilities

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HRO	Electrician , FSN-1210	05	GLA	01/20/05
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
8. OFFICE/SECTION Management Section	a. First Subdivision Facilities Management
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position. 06/15/2015
Typed Name and Signature of Employee Date(mm-dd-yy)	Typed Name and Signature of Supervisor Date(mm-dd-yy)
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. 06/15/2015	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. 06/15/2015
Typed Name and Signature of Section Chief or Agency Head Date(mm-dd-yy)	Typed Name and Signature of Admin or Human Resources Officer Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

Under the supervision of the FSN Maintenance Foreman, Facility Supervisor and American Facility Manager, is responsible for the electrical facilities of USG-owned and leased properties at post. On occasion will assist other trades when work load demands it.

14. MAJOR DUTIES AND RESPONSIBILITIES **% OF TIME**

75% - Repairs, maintains, installs and inspects generators, pumps, fire alarm systems, motor starters and all other electrical devices and circuits in USG owned and leased facilities, such as the Chancery, Warehouse, leased houses and apartments and other locations. Work will require using tools and test instruments. Work must comply with Turkmen and US Electrical Codes, including safety requirements while performing the work. Performs scheduled inspections of all electrical systems and keeps required maintenance records.

15% - Keeps required maintenance records, orders equipment, materials, supplies and keeps required records of these.

10% - Other duties as assigned, including driving vehicles to and from job sites, or to pick-up/deliver materials, equipment, tools.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a) Education: Completion of secondary school is required. Additional education in electrical trades is required.

b) Prior Work Experience: Two years experience at the journeyman level in the electrical trades. Work experience in construction trades, facilities maintenance or related fields is highly desirable. Experience in electronics installations and repair is highly desirable.

c) Post Entry Training: OTJ. Any other specific training in electrical sphere available and sponsored by the USG. If the incumbent's English language skills do not fully meet the language requirements of the position, he/she will be enrolled in the post language program.

d) Language Proficiency: Level II English (Limited). Level III Russian and/or Turkmen (Good working knowledge).

e) Knowledge: Full journeyman knowledge of established practices and procedures in the electrical trade.

f) Skills and Abilities: Journeyman skills in the electrical trade. Ability to read and interpret schematic and technical drawings. Ability to plan and carry out assigned tasks with attention to safety, accuracy and efficiency. Driving license for Class B is required.

16. POSITION ELEMENTS

a) Supervision Received: From FSN Maintenance Foreman, FMS Assistant and American Facility Manager.

b) Available Guidelines: Oral and written instructions from supervisors, GSO Standard Operating Procedures, manuals on electrical jobs, 6 FAM regulations.

c) Exercise of Judgment: Must exercise good sound judgment and follow appropriate safety requirements in carrying out of assigned duties. Must show tact, patience and efficiency in dealing with customers.

d) Authority to Make Commitments: Following established procedures, may make recommendations to the supervisors pertaining to the necessity of major repairs and changes of electrical systems. May make independent decisions in connection with minor electrical repairs.

e) Nature, Level and Purpose of Contacts: Mission staff, casual hires, local electrical companies' personnel.

f) Supervision Exercised: None. May occasionally direct work of casual hire workers.

g) Time Required to Perform Full Range of Duties: 6 months to one year.